

Job Hunting For Humanities Students



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www.exeter.ac.uk/careers

Aims Of The Session

- To review where you are at in terms of career planning
- To establish where to look for jobs\internships
- How to access the hidden jobs market
- What else can you do to help secure a graduate level job?





What are you looking for?

- Work Experience, Internships & Placements?
- Graduate jobs?
- Graduate schemes?



Work Experience

Work experience

- Includes Internships and Placements, plus any vacation work, voluntary, part-time and casual employment

Internships

- Outside of the university term
- 6 – 12 weeks in length
- Can lead to place on a graduate scheme

Placements

- Accredited towards your degree
- 9-12 months in length
- Subject discipline related



Graduate-Level Jobs

- A Job Vacancy that requires graduate level knowledge and/or skills
- Outside of the big graduate recruitment schemes
- Likely to include roles not available on graduate schemes
- Not as formal /structured – you carve your own pathway
- Available across a range of sectors / job roles
- Not always as competitive as graduate schemes

Graduate Schemes - What are they?

- Varies across organisations and roles
- Mainly available at larger organisations
- Approx 12 – 36 months in length
- Highly competitive
- Structured period of training and development
- Variety of sectors – some more represented than others, e.g. Finance, Law etc
- Not all roles available via this route



Where to look?



Where to find work experience?

Exeter

<http://www.exeter.ac.uk/careers/internships/>

Graduate Business Partnerships

Student Campus Partnerships

Student Business Partnerships

Access to Internships

STEP

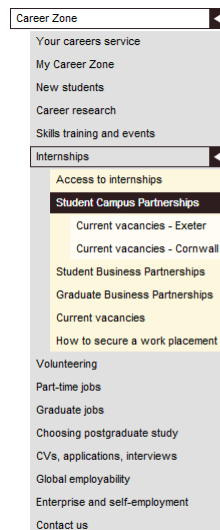
<http://www.step.org.uk/>

Top Internships

<http://www.topinternships.com/>

Rate My Placement

<http://www.ratemyplacement.co.uk/>



Career Zone

Internships

Student Campus Partnerships (SCPs)

Our Student Campus Partnership scheme can provide you with valuable paid work experience that uses your skills, knowledge and experience. These internships offer a great opportunity to develop your CV with a supportive and flexible employer: the University of Exeter!

Internships are available throughout the year. Typically they will be up to 15 hours per week during term time, and 36.5 hours per week during the vacation periods.

The University of Exeter defines an internship as employment that:

- is undertaken at the beginning of a career
- is paid (unless [exemptions apply](#))
- includes tasks and responsibilities normally associated with a graduate level position
- uses undergraduate level skills, knowledge and experience
- aids student/graduate career development
- provides training and support
- is short-term work (no longer than 23 months)

Eligibility

You must be a current University of Exeter student when you apply for a position and have student status for the duration of the internship. If you are an undergraduate your student status will expire one month after the end of your course. If you are a postgraduate student this is 6 weeks after the end of your course. For both UG's and PG's if your graduation ceremony occurs before this period is over you automatically assume graduate status.

SCP Case Studies



Where to find Graduate-Level Jobs

Search for via:

- Recruitment Agency
- National and Sector Press
- Company website
- Professional bodies
- Specialist sites:
 - <http://www.exeter.ac.uk/careers/research/sector/>
 - <http://www.prospects.ac.uk/sectors.htm> - sector information
 - http://www.prospects.ac.uk/types_of_jobs.htm - types of jobs / vacancies

Graduate Schemes – Where to find them?

Website's

- My Career Zone <http://www.exeter.ac.uk/careers/jobs/> (set preferences)
- Prospects www.prospects.ac.uk
- Target Jobs <http://targetjobs.co.uk/graduate-schemes>

Newspapers (sectors on particular days of the week)

- The Guardian
- Telegraph

Directories (Free to take away in the Career Zone)

- Prospects Directory
- Target Jobs – GET Directory – How to Get Hired
- Guardian 300
- Times Top 100 Graduate Recruiters

Career fairs

- On campus
- National Graduate recruitment fairs



Finding Organisations To Approach

Professional bodies / organisations

- list of these by job sector on www.prospects.ac.uk
- www.exeter.ac.uk/employability (employment sector info)

Reference sector-specific employer directories

- Career Zone, local libraries

Lists of sector employers

- www.kompass.com; www.yell.co.uk, local libraries

Trade magazines / journals

- current news, big projects, new sources of funding
- job adverts for more senior positions

Regional Information

There are many regional websites throughout the country to support graduates returning to an area.

Follow the link for extensive contact details:

<http://www.exeter.ac.uk/careers/jobs/external/uk/>



Many Exeter Graduates chose to stay in the South West

www.gradsouthwest.co.uk

<http://www.gradcornwall.co.uk/what-options-have-i-got/browse-jobs>

My Career Zone for extensive list of websites and employers

<http://www.exeter.ac.uk/careers/jobs/external/southwest/>



Working Abroad - Permanent / Gap year

For Global Employability – see Going Global

<http://www.exeter.ac.uk/careers/global/opportunity/goingglobal/>

Join the Exeter Universal Talent Network

<http://www.exeter.ac.uk/careers/global/opportunity/universum/>

See Country information on Prospects

http://www.prospects.ac.uk/country_profiles.htm

Gap year

Jobs Abroad - www.anyworkanywhere.com

“BUNAC” www.bunac.org

“JET” , “British Council” + other teaching programmes.

Natives – ski seasons / water sports holidays

Worldwide volunteering programme www.wvv.org.uk



Reference Books

Work your way around the World”.

“International Voluntary Work”.

The Hidden or Secret Job market!!



Rather than waiting to see a vacancy, what about writing speculatively and trying to source a job yourself!

<http://www.careerplayer.com/tips-and-advice/general-advice/job-hunting-in-tough-times>

The Hidden job market - what else can you do?

- Use your networks – friends, family, destinations of previous graduates from your course, others
- Gain work experience
- Speculative letters particularly to SME's
- Book appointment with Careers Advisers and make sure explored all avenues
- Research employers thoroughly
- Use social media

Using Social Media To Network

Manage your online identity

- employers look at online profiles both for future staff and to vet applicants
- check security settings

Networking, source of news/events

- facebook, twitter feeds, LinkedIn

Join careers related groups/follow organisational news 'tweets'

- access to vacancies first

Blogs and discussion forums

- e.g www.careers.guardian.co.uk/forums , wikijobs
- Industry specific sites

Recruitment Agencies

- Access to a range of immediate temporary and permanent vacancies – great way to get experience/make contacts
- Free service for candidates (the employer pays)
- Find a general/specialist agency online:
 - www.rec.uk.com
- Check types of jobs advertised: will they serve your needs?
- Register with a manageable number by submitting your CV
 - try to get a face to face interview
 - be specific about what you are looking for
- Be proactive – keep in regular contact

Speculative Application Letters

Allowing you to uncover opportunities that might not have previously existed

Understand what you have to offer

- Why would someone want to meet you? What can you bring to the company?

Do your research

- The company -how it's performing, who the competitors are, plans for expansion or growth. How might your background and expertise be valuable.
- Contact Person – Ideally someone with hiring authority e.g. HR, head of department, managing director.

Find names on LinkedIn (follow the company there), from your network, industry publications.

Write your application around the company and their needs

- Link your strengths (and career interests) to the company's requirements.

Show, don't tell

- Rather than just saying you're effective or goal-oriented, give examples of how what you did in the past has brought results and solved problems.

Delivery is important

- Letters are almost always opened, making them perhaps a better choice than an email.

Speculative Application Example

- First line – introduction and why you are writing.

"I visited your stand at the Expo fair and was very interested to hear of your plans to expand into the Chinese market."

- What you offer (include a relevant achievement if possible):

"Following my graduation, I spent a couple of years in Beijing and Shanghai with the British-Chinese Chamber of Commerce helping to market a range of products. I learned first-hand the particular challenges of this market, but also the strategies that were successful. For example, through one campaign involving trade-fair participation and sponsorship, I helped secure a multi-million pound deal for a medical equipment manufacturer. "

- Why you are interested:

"Since that time, I have maintained many links within China, and I'm eager to explore opportunities that would combine my marketing expertise and knowledge of the region."

- Call to action:

"I would be interested to discuss ways in which my skills could help drive your expansion into the Chinese market, and I look forward to hearing from you."

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